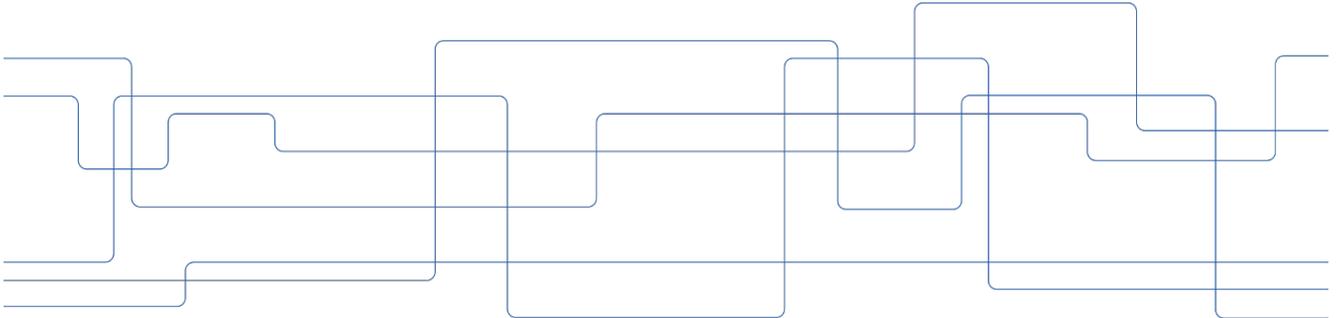




Manual – Certify results and credits

Certify results and credits

200618





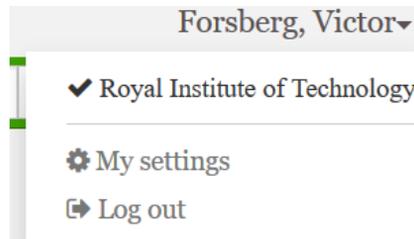
Content

1. Important to know
2. Certify results on module
3. Certify results on course
4. Certify credits



1. Important to know

- Verify that the title of degree projects is correct
- You can't change anything concerning a credit. If something is incorrect, you have to contact the administrator for the case.
- You will receive an E-mail when you have something to certify. Check under "*Settings*" that your E-mail is listed.





2. Certify result on a module

Log in to www.start.ladok.se

- On the home page choose "To Certify"
- Click on the module

The screenshot shows the Ladok web interface. At the top is a green navigation bar with links: Home page, Student, Course, Course packaging, Activity sessions, Reports, and Advanced. Below this is a welcome message for Victor Forsberg. There are search fields for personal identity no., last name, first name, and name. A red box highlights the 'To certify' tab in the navigation menu. Below the tabs is a yellow warning box: "For a limited time, all results are not shown in this view. Results reported before March 25th will not show up in this new tab. Instead, please go to the tab 'Notified results from Ladok that need to be certified' to certify these results." Below the warning is a table with columns: To certify, Course/Module, Date, and User. The first row is highlighted with a red box: Laboratory Work 2.5 hp LABA, IE1202 Analog Electronics 7.5 hp, 2020-06-18, For.

To certify	Course/Module	Date	User
Laboratory Work 2.5 hp LABA	IE1202 Analog Electronics 7.5 hp	2020-06-18	For



2. Certify result on a module

Analog Electronics 7.5 hp IE1202

Report Certify Results follow-up Participation Activity sessions Results annotations Groups

Overview / Laboratory Work 2.5 hp LABA

Display participants for instance

60554 | 2020-01-15 - 2020-03-14 | 50% | Normal teaching Display from all instances in current course

Save (Ctrl+S) **Certify** Remove ready mark for results Change column viewing **Number of search results: 2**

<input checked="" type="checkbox"/>	Personal identity no.	Name	Grade	Ex.date	Status
<input checked="" type="checkbox"/>	20200101-2398	Andersson, Amal	P	2020-06-18	Marked as ready
<input checked="" type="checkbox"/>	20200103-2396	Crawford, Celine	P	2020-06-18	Marked as ready

Save (Ctrl+S)

- To the right you can see how many students you have to certify. You can choose to view up to 400 students at a time. Mark all the students on the page by clicking in the box next to "Personal identity no." If the results are correct, click "certify".
- If a result is wrong, click "Remove ready mark for results" and contact the person who reported the grade.



2. Certify result on a module

Certify results x

<u>Certifier</u>	Forsberg, Victor
<u>Decision date</u>	2020-06-18
<u>Note</u>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">The text can contain max. 1000 characters</div> <p style="font-size: small; margin-top: 5px;">Max 1000 characters</p>

Save (Ctrl+S) Cancel

- Click "Save" (no need to write a note)
- Click "OK" to "Reauthenticate"

Reauthenticate x

For security reasons, you must log in again to complete the operation

OK (Ctrl+S) Cancel



2. Certify result on a module



Logga in på KTH

Användarnamn:

Lösenord:

Logga in

- Write your username and password for your KTH-id
- Click "Logga in"
- The results are now visible for the students

Result certified ×

Participation 📌 Activity sessions 📌 Results annotations



3. Certify results on a course

- The procedure is similar to certification on a module. You can choose to show the modules that the course consists of and also show result listings.

Analog Electronics 7.5 hp IE1202

Report Certify Results follow-up Participation Activity sessions Results annotations Groups

Overview / Analog Electronics 7.5 hp IE1202

Display participants for instance

60554 | 2020-01-15 - 2020-03-14 | 50% | Normal teaching Display from all instances in current course

Save (Ctrl+S) Certify Remove ready mark for results Show module (2 / 2) Change column viewing Show examination points

<input type="checkbox"/>	Personal identity no.	Name	Examination 5.0 hp	Laboratory ... 2.5 hp	Grade	Ex.date	Status
<input type="checkbox"/>	20200101-2398	Andersson, Amal	B	P	B	2020-06-18	🗑️ 🔒 M:
<input type="checkbox"/>	20200103-2396	Crawford, Celine	D	P	D	2020-06-18	🗑️ 🔒 M:

Save (Ctrl+S)



4. Certify credits on a module

- As an examiner you have the authorisation to certify credits on a course module. You will however not receive an E-mail, so you have to click on "My ongoing cases" and then on the case.

Home page Student Course Course packaging Activity sessions Reports - Advanced -

Welcome Victor Forsberg

Personal identity no. Last name First name Name Edu. code Inst. code

Search student Extend with national search Search course instance

To certify My courses Notified results from Ladok that need to be certified My ongoing cases My favourite course instances

Welcome Victor Forsberg

Personal identity no. Last name First name Name Edu. code Inst. code

Search student Extend with national search Search course instance

To certify My courses Notified results from Ladok that need to be certified My ongoing cases My favourite course instances

Case number	Reference	Received	Case type	Case status	Personal iden...	Name	Case summary
RE140768		2020-06-18	Crediting	Processing	20200110-2389	Jones, Jack	IE1202-LABA : 2.5 hp Projektkurs i matematik...



4. Certify credits on a module

- Verify that everything is correct and then click **”Certify”** and **”Decide”**. Then save and reauthenticate as you’ve done before.

20200110-2389 Jones, Jack

Overview Participation Study plans Cases/Decisions Student information National overview

Cases / RE140768 | Crediting | 2020-06-18 | Victor Forsberg | Processing

Mark as read **Certify -** Assign Close Open Edit reference Distribute to case container Not in any case container

Crediting refers to Decide
CDATE Degree Pr Document decision ien... X -

Enter reason for crediting
Add -

Part of course	
Higher education institution	Royal Institute of Technology (KTH)
Course	Project Course in Calculus of one Variable with Applications 6.0 hp AB1001 (P - 2020-06-18)
Module	Assignments 6.0 hp INL1 (P - 2020-06-18)

Credited as	
Course	Analog Electronics 7.5 hp IE1202
Module	Laboratory Work 2.5 hp LABA
Scope	2.5 hp